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Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110005-5

**CONFIDENTIAL**

15 February 1952

MEMORANDUM FOR: Staff and Division Chiefs, O/TR  
 FROM : Deputy Director of Training (General)  
 SUBJECT : Organization and Lines of Responsibility

1. The purpose of this memorandum is to clarify for all personnel the organizational structure and lines of administrative responsibility in the Office of Training (General) as we are now operating under the recently approved table of organization.

2. The Office of Training (General), under the Deputy Director of Training (General), comprises five divisions and two staffs. These are:

DIVISIONS

- a. CIA Intelligence School
- b. Language Services Division
- c. General Training Division
- d. Testing and Evaluation Division
- e. Orientation and Briefing Division

Document No. 3

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: T3 S (C)

Auth: DDA Memo, 4 Apr 77

Date: 010278 By: 025

STAFFS

- a. Plans and Research Staff
- b. External Training Programs Staff

3. Each of these units, irrespective of its physical location, assumes administrative responsibility for its normal operating problems consistent with D/TR and CIA administrative regulations and instructions. Where administrative approval at a higher level is required for any policy or action, referral is up the regular line of division and office organization (See Chart). However, I cannot stress too strongly to the units of OTR (G) that this administrative flow of paper work is not intended to hamper and must invariably be subordinated to the mutual cooperation that all of us have given freely on a task force basis. Further there have been and will continue to be projects assigned personally by the Director of Training to any of us without channelling through me. These projects should be handled directly with Colonel Baird on whatever priority basis he specifies and you must use your own judgment on cutting in your immediate supervisor or me or both on an information basis.

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4. Dr. [REDACTED] has been designated the Security Officer for all Alcott Hall space that is within the jurisdiction of the Office of Training. He has full responsibility to serve as Assistant Security Officer, Office of Training, for all activities in Alcott Hall in accordance with instructions from the Security Officer, Office of Training.

5. Will you please insure that all your personnel are briefed on or otherwise acquainted with this information as pertinent to them.

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Attachment - Chart

25X1A

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

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